

Definition of Reasonable Accommodation (R.A) from LAUSD

The Equal Employment Opportunity Commission defines a reasonable accommodation as any change in the work environment or in the way things are done that enables an individual with a disability to enjoy equal employment opportunities.

Information you must supply

- 1) Job description from Certificated Personnel
 - i) Call, ask them to fax this to you. It is required as part of the application, and you should read it before getting a letter from your doctor.

- 2) Letter from your doctor stating your problem and the impact on your required job duties.
 - i) In order to tell your doctor what your needs are, you need to do some research regarding job accommodations. Reputable web sites for this information include:
 - (1) Job Accommodation Network: www.jan.wvu.edu
 - (2) CSUN Center on Disabilities: www.csun.edu/cod
 - ii) The letter from your doctor should address one condition that requires R.A., state the activities that you are to avoid, and what you need in your environment. e.g.: air-conditioning, no stairs at your site, levered door handles, Reasonable Accommodation assistant, disability parking near your classroom.

- 3) Literature regarding your disability (optional)
 - i) This should come from books by established sources, printed information such as pamphlets from your doctor. Be careful about web sites, make sure they are from well known advocacy organizations such as the American Cancer Society, National Institute for Neurological Diseases.

Reasonable Accommodation Request Application

How to get one:

Call or fax the UTLA staff representative for your area. The telephone and fax numbers are in the UTLA Calendar book.

Call Risk Management, ask them to send you a copy via school mail. Faxed copies often are not clear: Telephone (213) 241-3139, Fax: (213) 241-8993, (213) 241-6881, TTY: (213) 241-6882

Sections that must be completed:

Attachment A:

You must meet with your principal, who must complete the Record of Interactive Process. Again, you must meet with your principal. The principal must describe if an informal accommodation was or was not made, and the reason.

Attachment B:

Statement of Disability or Medical Condition Performance of Job Functions

What happens when you complete the application?

1. Follow the instructions on attachment C to submit your application.
2. Make a copy.
3. Submit your application by fax, school mail, or in person.
4. If you submit the application in person, get a receipt with the date and time. Bring your copy, and have the person write the date and time received on the copy as well.
5. If you submit the application by fax or school mail, follow up with a phone call to make sure it was received and is legible if faxed.
6. Write down the name of the person you have spoken to, as well as the date and time.
7. If you submit your application in person, get a receipt with the date, time, and the name of the person who is giving you the receipt.
8. If you submit the application by USPS, do "Return Receipt Requested"

What happens after submit your application?

1. Many accommodations are resolved with a letter from Risk Management to your principal.
2. Sometimes you will be required to meet with the LAUSD doctor. If so, you must be absolutely consistent in your responses. Bring a friend or a colleague with you for support, and as witness.
3. Sometimes you will be required to come to a Reasonable Accommodation hearing. Have a witness come with you, and be absolutely consistent in your responses.
4. This is a federal process and is not enforceable under the contract.

Appeals:

Follow the appeals procedure in Bulletin S-6, documenting each step as you did when making your original application.

Legal assistance:

UTLA members can have a half-hour of free legal advice from the law office of Larry Trygstad, (310) 552-0500.

State and federal law prohibits retaliation for utilizing this procedure.